

## II. Scope of Work and Deliverables, Continued

The contractor shall provide documentation, training materials and training on the new policies, procedures, processes, measures, and tools. The contractor shall identify and ensure that appropriate contract management practices and oversight are in place to rapidly and effectively deploy the four ARRA funded programs for which the Energy Commission is responsible: the Energy Efficiency Conservation Block Grant Program (EECBG) (\$49.6 million); the State Energy Program (\$226 million), the State Energy Efficient Appliance Rebate Program (\$35.2 million), and the Enhanced Energy Assurance and Smart Grid Program (\$3.5 million).

### Scope of Work and Deliverables

Include the following required tasks and deliverables in the Scope of Work for the proposed program. The bidder shall plan for the completion of these required tasks in the proposed program budget and schedule. Describe how the subcontractors and program partners will be involved in each task. Clearly demonstrate how each aspect of the program design is integrated into the list of deliverables.

#### TASK 1:

##### Identification of ARRA Program Considerations and Development of Management Strategy to Address Risk

###### The Contractor shall:

- Meet with the CCM to confirm the level of services, resources, and the responsibility of all team members in developing the task deliverables and prepare Task Meeting Notes.
- Conduct an organizational readiness and diagnostic assessment of the current conditions of the Energy Commission's internal controls and procedures to ensure that they meet all ARRA requirements, state and federal laws as well as best practices. The assessment should evaluate the organizational readiness of the Energy Commission in the following ~~seven~~ areas, but not limited to: reporting; resource capacity and project management; financial; program solicitation, information technology, and systems adequacy.

###### Deliverables:

Task Meeting Notes

Draft assessment of organizational readiness that includes an implementation plan

Final assessment of organizational readiness that includes an implementation plan

#### TASK 2:

##### Implementation of ARRA Fund Fraud, Waste and Abuse Prevention and Detection Practices

###### The Contractor shall:

- Meet with the CCM to confirm the level of services, resources, and the responsibility of all team members in developing the task deliverables and prepare Task Meeting Notes.
- Implement recommendations identified in Task 1, Organizational Readiness and Diagnostic Assessment in the areas of (but not limited to) reporting; resource capacity and project management; financial; program solicitation, information technology, and systems adequacy, as approved by the Energy Commission Contract Manager (CCM).
- Develop and implement project control standards, management reporting and performance indicators to facilitate the evaluation of programs and projects to measure job creation and economic activity and to conduct gap analysis and recommend process improvements as approved by the Energy Commission Contract Manager (CCM)..
- Assist the Energy Commission in implementing processes, measures and tools to minimize the risk associated with distribution of all federal and state funds administered by the Energy Commission.
- Develop a project risk ranking system and perform risk analyses on selected projects.